

**Telephone Operator #2018-12 (STROUD)** The primary purpose of this position is to direct the communications of the Sac and Fox Nation Tribal Health System and serve as the contact person to receive and provide general information to patients. This position is located in the Black Hawk Health Center. Telephone Operator reports to the Registration and Benefits Manager. Must be a high school graduate or GED equivalent and have one (1) year of medical office/clerical experience in a health care setting. Excellent oral and written communication skills, good public relation skills, and must display professionalism. Prefer prior experience with the IHS RPMS computer system not required. Will need to be pleasant, courteous, and able to withstand repeated interruptions, while maintaining composure and using good judgment. Skill in the practical use of electronic systems to provide general clerical office support, and must be proficient at typing.